

81-146/1

10 November 1981

OIS Registry

File: OWE-2

MEMORANDUM FOR: Director of Information Services

FROM:

[redacted]
Chief, Records Management Division

STAT

SUBJECT: Delegation of Responsibilities

1. On 18 February 1981 I recommended to the Director of Information Services that he delegate the responsibilities of Agency Security Classification Officer to [redacted] had been carrying out these duties for over a year and such delegation to him seemed appropriate. The DIS agreed.

STAT

2. Since [redacted] has picked up on these duties and has been doing a very creditable job. Rather than delegate to an individual, however, I now recommend that you delegate the responsibilities of Agency Security Classification Officer to position GN010 so that a redelegation upon reassignment of the incumbent will not be necessary unless you choose to do so. Position GN010 was evaluated by PMCD at grade GS-14 based on the fact that these responsibilities were part of this position.

STAT

STAT

APPROVED:

[redacted]

10 NOV 1981

STAT

Director of Information Services

Date

DDA/OIS/RMD/[redacted] (10 November 1981)

STAT

Distribution:

Original-Addressee (To be returned to OIS/RMD)

2-OIS Subject Chrono

1-RMD Subject: Delegation of Authority (Original)

1-RMD Chrono

18 FEB 1981

MEMORANDUM FOR: Director of Information Services

FROM:

[REDACTED]

Chief, Records Management Division

STAT

SUBJECT: Delegation of Responsibilities

1. Sometime ago you discussed with Chief, RSB and me the merits of your delegating to Chief, RMD responsibilities of the Agency Records Management Officer. [REDACTED] provides such authority as well as authority to delegate other responsibilities. [REDACTED] also provides that Chief, RMD serves as the DDA Records Management Officer. The updated version will provide authority to delegate.

STAT
STAT

2. I believe it advantageous that you proceed to delegate the responsibilities of Agency Records Management Officer to Chief, RMD. Since the day-to-day records management activities on behalf of the Agency are carried out by RMD, delegation of these responsibilities would be logical. (In turn, I would delegate the responsibilities of DDA Records Management Officer to Chief, RSB.)

STAT

3. Similarly, I recommend that you delegate the responsibilities of Agency Security Classification Officer to [REDACTED]. Since [REDACTED] with your approval has been carrying out the duties of the Agency Security Classification Officer for over a year, official delegation of the responsibilities to him by name rather than position seems appropriate.

STAT

[REDACTED]

STAT

SUBJECT: Delegation of Responsibilities

RECOMMENDATION IN PARAGRAPH 2 APPROVED:

2/25/81
Date

STAT

RECOMMENDATION IN PARAGRAPH 2 DISAPPROVED:

Director of Information Services

Date

RECOMMENDATION IN PARAGRAPH 3 APPROVED:

2/25/81
Date

STAT

RECOMMENDATION IN PARAGRAPH 3 DISAPPROVED:

Director of Information Services

Date